

## ***City Council***

### ***Study Session Summary***

**January 13, 2015**  
**Library Meeting Room, 951 Spruce Street**  
**7:00 PM**

The City Council met in a study session at 7:00 p.m. in the 1<sup>st</sup> Floor Meeting Room at the Louisville Public Library at 951 Spruce Street, Louisville, Colorado. The following persons were present:

City Council Present: Mayor Bob Muckle  
Mayor Pro Tem Hank Dalton  
Council member Jay Keany  
Council member Chris Leh  
Council member Jeff Lipton  
Council member Susan Loo  
Council member Ashley Stolzmann

Staff Present: Malcolm Fleming, City Manager  
Heather Balser, Deputy City Manager  
Beth Barrett, Library Director  
Aaron DeJong, Economic Development Director  
Dave Hayes, Chief of Police  
Kathleen Hix, Human Resources Director  
Chris Neves, Information Technology Director  
Kevin Watson, Finance Director  
Meredyth Muth, Public Relations Manager  
Dawn Burgess, Executive Assistant to the City Manager

Others Present: Members of Louisville Revitalization Commission:  
Karl Becker, Steve Fisher, Alex Gorsevski, Rob  
Lathrop, Michael Menaker, Bob Tofte

Members of Public

*Call to Order* – The meeting was called to order at 7:00 PM by Mayor Muckle

**Update/Discussion – Louisville Revitalization Commission (LRC)**  
Members of LRC presented to Council an overview of the past year's activities.

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Commissioner Menaker said this is the first year the LRC has been revenue positive. All money borrowed from city has been paid back. The LRC has developed a valid but conservative forecast on TIF revenues and LRC looks forward to being proactive. \$4.5 TIF supported bonds have been issued. The fiscal risk to City in repaying the bonds back is zero. DELO Phase I will go vertical within 30 days. Alfalfa's is open. Jim Loftus will begin building apartments soon. The Commission is very excited about the future and thanks council for support.

*What worked well:*

Chair Becker said they have charted the course more effectively. He gave credit to staff and public who have shown up to meetings. Staff has helped the LRC understand the environment they work in. The group has worked well together. Different perspectives have been useful.

*What didn't work well:*

Obtaining third party responses has been difficult.

*Plans and goals for next year:*

The Commission is formalizing goals now. The LRC wishes to positively affect what is happening in the City. Commissioner Bob Tofte said the LRC can begin visioning in the Urban Renewal Area. With some of the funds available in the next 10 years, the LRC can think about how to enhance connections between neighborhoods. They look forward to cooperative adventures ahead. Commissioner Gorsevski said the mission is to reduce or eliminate blight and looks forward to small project improvements. He appreciates the collaborative environment. Commissioner Fisher is impressed by group dynamics and staff reports.

Mayor Muckle commented on Hwy 42 project and connectivity – perhaps improve alleys and making them usable spaces. Chair Becker asked for feedback from Council.

Mayor Pro Tem Dalton said before you look at a list of what you want to do, see how much money you have. Commissioner Menaker said there are a lot of projects coming to Council and projections are good. Commissioner Tofte said this is a 25 year term for Urban Renewal Authority TIF and it is a long term.

Council member Stolzmann asked what the LRC's priorities are for TIF revenue. Projects put in the packet are beneficial projects. The LRC is bound by the IGA with the City, no matter how much LRC wants to fund a project, it will all be done collaboratively.

The LRC thanked staff for their support and asked Council to come to meetings.

Mayor Muckle thanked the LRC for their work and said it will be an exciting to see projects ahead.

### **Update/Discussion – Purchasing Policy Limits**

City Manager Malcolm Fleming said this conversation was prompted by a Council members question about purchasing level limits. If Council has approved purchases in the budget why do the contracts need to be approved again; is that redundant? Public Relations Manager Meredyth Muth said if the goal is to simplify the number of items coming to Council, raising the limit would be useful.

Council member Chris Leh asked what the benchmark is; what do other communities do? Staff didn't do a comparison, though City Manager Fleming has worked in communities with thresholds in the \$100k – \$150k range. It typically corresponds to the size of the community.

The purchasing policies are in place to assure everything is signed off on and is above board. Staff reported there have not been complaints about the bidding process.

There was a discussion about the recent process of choosing the Arts Logo.

There was a discussion about changes to approval limits. Council member Jeff Lipton said he feels comfortable raising the threshold assuming the following:

- Proper controls that support making the changes.
- Make sure we have separation of duties
- Make sure there is consistency with council approved items
- Having some form of post audit. – report to Council as a matter of learning

Council members discussed if it adds value to have the Council review contracts as a part of the City Council packet. Is that productive? If yes, the limits should not be changed.

Council member Stolzmann would like to see meshing of ideas – creating a system that it isn't really a dollar amount that triggers review but when certain types of projects are involved. Perhaps we need categories or guidelines around concepts when it is in the best interests of the City for Council to review an item. Establish a process/system to eliminate grey.

Finance Director Kevin Watson said the Finance Department looks at policies – making sure staff complies with policies that are set.

Council member Leh said having consistency in the way you view, implement and execute across departments is important.

City Manager Fleming said staff will review at a Management Team meeting to make sure we are consistent.

### **Update/Discussion – Budget Follow-up**

During budget process a number of topics were discussed. Should there be a review earlier, does Council want to start the process earlier? Should the budget process be spread over more time?

Performance measures were included in the 2015 budget. They were refined throughout the process. What is Council looking for? What is the measure that will tell you if a project is functioning as you would like it to?

Council discussed an interest in organizing the budget by programs. Currently budget is organized around line items that are generally larger than the program level and they do not show any revenues associated with the line items. What programs should be identified?

There is interest in changing to a biannual budget system. Everyone agreed they would like to start the process earlier. There was a general consensus that a biannual budget makes sense but you can't bind a future Council to it so the Mayor hesitates to spend a lot of time on a future budget. Boulder does a biannual budget and times it to coincide with City Council elections.

Westminster did a charter amendment to allow a biannual budget. Westminster likes the biannual budget and approves it on the off-election years.

Council member Lipton believes we should spend less time on the math and more time focusing on programs.

Council member Dalton said the City Manager and departments do look at programs. The real question is what does everyone on Council envision the programs to be and what do you want to follow? We need to describe what the program areas are. Council member Lipton would like to develop and test a new system, looking at 3 major programs next year, identify 3 subprograms, identify source of funds.

Council member Stolzmann suggested Council come to goal the setting session with an idea of what level of detail you want.

Finance Director Kevin Watson said since the City is moving to new ERP, it would be helpful for staff to have an idea of what the Council wants before rolling over all of the information to the new software system.

Council member Keany said recreation is an area that is easy to look at from a revenue perspective. Need to see the revenue with the fund. Council member Keany suggested Council members Lipton and Stolzmann recommend create some recommendations for the programs..

There was fairly broad interest from Council for a program budget. Staff will prepare and send to Council some updated information. Staff will work with Council members Lipton and Stolzmann and Finance Committee.

**Comments:**

Council member Dalton would like to talk about the Library with BVSD at the upcoming joint meeting.

Council would like to add an item related to “Code Amendment for Residential in Commercial Zone” to a future regular Council agenda.

**City Manager’s Report:**

City Manager Fleming reviewed the Advanced Agenda. The January 23, 2015 Table Top exercise will be half day emergency management training.

**Future Discussion items:**

Intensity of use of Recreation Center and expansion.

*Adjourn – 8:54 pm*

*Submitted by – Dawn Burgess*

*January 14, 2015*